

**PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)**  
**Global Undergraduate Exchange Program (UGRAD) in Serbia and Montenegro**  
**ECA/A/E/EUR-12-04**  
**Office of Academic Exchange Programs**  
**European and Eurasian Programs Branch**

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Academic Exchange Programs, European and Eurasian Programs Branch, for the FY 2012 Global Undergraduate Exchange Program in Serbia and Montenegro. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

## **I. STATEMENT OF WORK**

The Bureau of Educational and Cultural Affairs expects to award one Cooperative Agreement for the administration of the FY 2012 Global Undergraduate Exchange Program (herein referred to as the UGRAD Program) for participants from Serbia and Montenegro. The Bureau anticipates funding the FY 2012 Program at \$1,537,575, pending the availability of funds. Funding should support a minimum of 50 participants, with approximately 35 students from Serbia and 15 students from Montenegro. Every effort should be made to maximize the number of scholarships awarded.

The UGRAD Program is designed to promote mutual understanding among the people of Serbia and Montenegro and the United States by awarding Serbian and Montenegrin undergraduate students full scholarships for one year of non-degree undergraduate study at accredited two- and four-year institutions of higher education in the United States. Students will enhance their academic education with community service participation and an internship. The academic component of the program begins in the fall semester of the year following the start date of the Agreement (academic year 2012-2013). Recruitment and selection of the 2012-13 cohort will be administered by a separate organization in conjunction with the U.S. Embassies in Serbia and Montenegro. At the end of their academic programs, students are required to immediately return to their home countries.

Applicant organizations must demonstrate the ability to effectively administer all aspects of the UGRAD Program, including, but not limited to: placement, orientation, travel arrangements, monitoring and support of program alumni, financial management, evaluation, follow-on, alumni tracking and programming (such as coordination of activities with organizations that have administered Department of State sponsored undergraduate exchange programs in past years).

The organization awarded the Cooperative Agreement to administer the FY 2012 UGRAD Program (the cooperating organization) will need to coordinate with the organization responsible for the recruitment and selection of participants. Applicant organizations must demonstrate the ability to recruit and coordinate selection of a diverse pool of candidates from as Serbia and Montenegro in future program years, pending the availability of funds and the successful administration of the FY 2012 Program.

The cooperating organization will be responsible for coordinating the recruitment and selection of appropriate host institutions from throughout the United States for appropriate academic placements. The cooperating organization will also be responsible for arranging supplemental English as a Second Language training for student participants. This training may take place in or outside of the U.S. before the start of the academic year.

## **II. PROGRAM SPECIFIC GUIDELINES**

### **CANDIDATE ELIGIBILITY**

While recruitment and selection of participants in the FY 2012 UGRAD Program will be the responsibility of a separate organization in conjunction with the U.S. Embassies in Serbia and Montenegro, please note the following eligibility guidelines.

Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are strongly encouraged to apply. Competition for the UGRAD Program is merit-based and open to anyone who meets the following criteria:

- Is a citizen, national or permanent resident qualified to hold a valid passport issued by the country of Serbia or Montenegro.
- Is enrolled as a first-, second- or third-year full-time undergraduate student in good academic standing at the time of application at a registered academic institution in Serbia or Montenegro. Part-time students are not eligible.
- Is able to begin the academic exchange program in the United States in the summer of 2012.
- Is able to receive a U.S. J-1 visa.
- Is committed to returning to their home country after completion of the program.
- Is proficient in spoken and written English at the time of application.

### **Individuals in the following circumstances are NOT eligible for the UGRAD Program:**

- U.S. citizens and permanent residents of the United States.
- Individuals currently participating in academic, training or research programs in the United States.
- Individuals currently residing or working outside of Serbia or Montenegro.
- Individuals who have participated in an Exchange Visitor program sponsored or funded by the U.S. government (e.g. the Bureau of Educational and Cultural Affairs, Public Affairs Sections of U.S. Embassy, U.S. Information Agency or other U.S. government

agency) for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application.

- Individuals who have applied for U.S. permanent residency in the past three years.
- Employees and their families of non-profit organizations who administer the UGRAD Program on behalf of the U.S. Department of State. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Local employees of the U.S. missions abroad who work for the U.S. Department of State are ineligible for grants during the period of their employment and for one year following the termination of employment.
- Immediate families (i.e. spouses and dependent children) of U.S. Department of State employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Persons arrested for, charged with, or convicted of a crime as further detailed by the Bureau.

### OVERSEAS ACTIVITY

The cooperating organization awarded will be responsible for many overseas activities of the UGRAD Program in Serbia and Montenegro. Overseas activity will include, but is not limited to, communicating with selected students, alumni, and the general public about the UGRAD Program; conducting a pre-departure orientation; conducting alumni activities; and maintaining data on alumni and current fellows. The cooperating organization should strive to offer equal opportunities in placements at host institutions to both male and female students and various ethnic and socio-economic groups, as well persons with disabilities.

For this initial award, the recruitment and selection of participants is being implemented by another organization that has been awarded a grant by the Department of State. However, in the event this UGRAD Program is renewed, per information contained under the “II. Award Information” section of the RFGP, subsequent renewals may include a recruitment and selection component.

### PUBLIC AFFAIRS SECTION INVOLVEMENT

It is required that the cooperating organization will maintain ongoing communication with the Public Affairs Sections at the U.S. Embassies in Serbia and Montenegro and coordinate their operations during all phases of the program with the Public Affairs Officers or designates. The Proposal should address the organization’s plans for maintaining a close working relationship with the Public Affairs Sections throughout the entire program cycle.

### PARTICIPANT RECRUITMENT AND SELECTION

For the FY 2012 Program, applicant organizations should describe their ability to coordinate and

work effectively with Public Affairs Officers or their designates and a partner organization that will be responsible for recruitment and selection of participants. Proposals should thoroughly describe how selected students will be logged and tracked.

Each participant will be selected for academic excellence, leadership potential, proficiency in written and spoken English, and flexibility and suitability as an exchange student. The merit-based competition is open to anyone who meets the basic eligibility requirements noted above. The UGRAD Program will accept students in all fields of study, and the cooperating organization must be able to place all students at host colleges or universities. Participants will have achieved a minimum TOEFL score of 500 (or the likelihood of achieving that score after pre-academic English language training), and must meet other requirements of the colleges and universities where placement will be sought.

### U.S. HOST INSTITUTION SELECTION AND PARTICIPANT PLACEMENT

In collaboration with the Bureau, the cooperating organization will be expected to recruit U.S. host institutions and will serve as the main point of contact for the host institution competition. The organization is encouraged to place students at a wide variety of U.S. private and public institutions, including community colleges, Historically Black Colleges and Universities (HBCUs), and Hispanic serving institutions. Host institutions should represent the greatest degree of geographic diversity possible. No more than three students may be placed at a single institution without prior approval from the Bureau.

Proposals should describe in detail how the U.S. host institution competition will be conducted, including what measures will be taken to select appropriate high caliber institutions and secure tuition waivers and/or other cost sharing. The UGRAD Program is a cooperative effort of the Bureau, the cooperating organization, and the host institutions. The cooperating organization is expected to strive for the greatest possible cost share of tuition and other resources and be able to demonstrate at least a 50 percent tuition cost share at a minimum.

Younger students, or students with lower TOEFL scores, may be placed at community colleges or two-year institutions and will live with host families or be accommodated in on-campus housing. In coordination with the Bureau, the cooperating organization should provide host families with an explanation of the goals of the program. In addition, the cooperating organization is expected to provide a mechanism for finding host families who are committed to respecting the diversity of the program and students' diverse religious backgrounds. The cooperating organization will coordinate local orientations for students and families alike on the particular family and community issues they will face.

Students entering their second or third year of university study will be placed at four-year colleges and universities and will be accommodated in on-campus housing. All students are expected to return to their home institutions following their one-year program in the United States in order to complete their degrees.

### PRE-DEPARTURE ORIENTATION

The cooperating organization will host substantive pre-departure orientation programs in Serbia and Montenegro. These orientations will cover topics such as the terms and conditions of the scholarship, including a clear articulation of J-1 visa requirements and the two-year home residency requirement; detailed information about health insurance, diversity, and sexual harassment issues; and, to the extent possible, information regarding the host institution. A session should also focus on what to bring to the United States (clothing, linens, and other personal items). Tentative pre-departure locations and dates should be listed in proposals, but final approval will come in consultation with the Bureau and Public Affairs Sections of the U.S. Embassies of Serbia and Montenegro.

### ENGLISH LANGUAGE TRAINING

The cooperating organization will offer English language training programs to students who need to elevate their skills and knowledge to a level necessary to successfully complete the UGRAD Program. English language training enables the UGRAD Program to include a diverse group of fellows, especially from areas where advanced training may not be available. Those students requiring additional language study should be enrolled in English as a second language classes (ESL) ranging from two to four weeks. The cooperating organization will place students in ESL training appropriate to the students' abilities. Proposals should outline where the training will take place and what provider might be used, if any.

### U.S. ORIENTATION

The cooperating organization should plan for an orientation in the U.S. for all participants. It is recommended that the orientation take place shortly after the fellows' arrival in the U.S. to best prepare them for their year in the United States. Proposals should include tentative dates, location, and topics for the orientation with the understanding that the cooperating organization will work closely with the Bureau to develop the agenda.

### MONITORING

The proposal should describe how the cooperating organization will monitor and measure students' academic and personal progress during their year in the United States. The proposal should include a set of academic and behavioral standards for the program and define policies for handling students who do not meet these standards. The proposal should also describe how host families will be selected and monitored.

### COMMUNITY SERVICE

In order to involve the students in the local communities while they are in the United States, students will be required to take part in community service activities. The cooperating

organization will arrange for students to provide 20 hours of volunteer service to local organizations during the first semester. Students may not receive salaries, stipends, or wages for their volunteer service. The cooperating organization will be responsible for approving, monitoring, and evaluating the community service component of the program.

### INTERNSHIPS

It is the goal of the UGRAD Program to provide all students with a paid or unpaid practical internship during the academic component of the program. Internships must be related to the participants' field of study and/or career plans. While each student is ultimately responsible for finding his or her own internship, the cooperating organization, in conjunction with the host campus, will be asked to guide the students in their search. The cooperating organization will be responsible for approving, monitoring, and evaluating the internship component of the program.

### ALUMNI TRACKING AND FOLLOW-ON

Alumni tracking is critical for the evaluation of the program and for the implementation of worthwhile follow-on activities for alumni. The Bureau maintains a database of program alumni, and the cooperating organization will be required to provide quarterly data submissions via electronic data transfer to the Bureau database that are compatible with and meet ECA database standards. Proposed follow-on activities for alumni must be developed in close consultation with the Bureau and the Public Affairs Sections of the U.S. Embassies in Serbia and Montenegro, must reflect the goals and objectives of the UGRAD Program, and must contribute to overall Bureau goals to foster mutual understanding between the United States and Serbia and Montenegro. Proposals should include an outline of, and timeline for, follow-on alumni programming; information on how it will be coordinated with existing alumni efforts; how long-term linkages with alumni will be fostered and maintained; how these efforts will be coordinated with the Bureau and the Public Affairs Sections; and how they will be integrated with initiatives for alumni of other Bureau programs, rather than isolated events. Alumni activities should be conducted with minimum financial support from the Bureau and demonstrate cost-sharing by the cooperating organization.

### PROGRAM MANAGEMENT

Applicant organizations should propose qualified professional staff, able to efficiently carry out all aspects of the UGRAD Program, both in the United States as well as in Serbia and Montenegro. Applicant organizations must demonstrate institutional records of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements. The cooperating organization will be expected to maintain procedures and manuals for all components of the program to ensure that all staff operates the UGRAD Program according to an established protocol.

## PROGRAM MONITORING AND EVALUATION

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that proposals include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the cooperating organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

The cooperating organization will be required to provide reports analyzing evaluation findings to the Bureau in regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

## VISA AND TAX REQUIREMENTS

Applicant organizations should describe their plans for complying with all J visa regulations including serving as Alternate Responsible Officer for the issuance of DS-2019 forms via the Student and Exchange Visitor Information System (SEVIS). All UGRAD program participants must be sponsored under Exchange Visitor Program No. G-1-0332 on a J-1 visa and comply with J-1 visa regulations. Please note that UGRAD Program policies may set out terms and conditions in addition to J-1 visa regulations. In addition, administration of the fellowships must comply with reporting and withholding regulations for federal, state, and local taxes as applicable. Applicant organizations must also present a plan for assisting participants to comply with Federal income tax regulations and for calculating appropriate amounts that must be withheld from students' grants in accordance with the Tax Reform Act of 1986.

## EXTENSIONS AND TRANSFERS

Extensions of sponsorship or transfers from Exchange Visitor Program No. G-1-0332 will not be allowed. The intent of this program is to provide participants with one academic year of non-degree undergraduate study. Students must return immediately to their home countries to complete their undergraduate degrees and fulfill their two-year home residency requirement.

## **III. PROPOSAL CONTENTS**

Proposals should describe how applicant organizations will administer the UGRAD Program. Since there is no opportunity for applicants to meet with reviewing officials, proposals should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but comprehensively, the elements described below and

must follow all formatting requirements. Proposals should include the following items in numerical and/or alphabetical order:

*TAB A - Application for Federal Assistance Cover Sheet (SF-424)*

*TAB B - Executive Summary*

In one double-spaced page, provide the following information:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Nature of activity
4. Funding level requested from ECA, cost sharing from applicant, cost sharing from other sources, and total program cost
5. Scope and Goals
  - a. Number and description of participants
  - b. Wider audience benefiting from program (overall impact)
  - c. Geographic diversity of program, both U.S. and overseas
  - d. Fields of study covered
  - e. Anticipated results (short and long-term)

*TAB C*

*Calendar of Activities*

*Program Narrative*

In no more than 20 double-spaced, single-sided pages, provide a detailed description of the program addressing the areas outlined in Section II: Program Specific Guidelines.

*TAB D - Budget Submission*

1. Budget Information – Non-Construction Programs (SF-424A)
2. Detailed Budget

As with other exchange programs, the Bureau is committed to the containment of costs consistent with overall program objectives and sound management. The proposed budget should be separated into the following four categories: program expenses, domestic administration, and overseas administration.

The cooperating organization must enroll all students in the Bureau-funded health benefits program, Accident and Sickness Policy for Exchanges (ASPE). Funding for the ASPE coverage will be provided separately from the UGRAD budget of the Cooperative Agreement. Applicant organizations may include an additional line item to purchase supplemental insurance for those students attending a U.S. university that has mandated its own insurance for students or that does not accept the Bureau's coverage. ASPE provides for limited accident and sickness coverage, medical evacuation and repatriation of remains for all students during the duration of the exchange program. The Bureau will



provide the cooperating organization with the software/web-based applications, ID cards, brochures, instructions and forms necessary to manage the health insurance enrollment for the students. The cooperating organization will assist in presenting claims to the benefits administrator and consult with the Bureau on grantee health issues that may affect successful completion of individual programs. The cooperating organization must utilize a system that assigns a unique ID number to each participant for the purposes of insurance enrollment. This unique ID number must further include a specific number (assigned to each cooperating organization) that identifies the student participants particular to that organization.

Under a Cooperative Agreement, funded items of expenditure may include, but are not limited to, the items listed below. The program budget narrative should cite areas in which economies of scale beyond the Bureau's allowable costs can be achieved and document the proposed cost sharing in the most concrete way possible. Administrative and program costs must be cost shared to the greatest extent feasible. Administrative costs must be kept as reasonable and low as possible.

#### PROGRAM EXPENSES

- Pre-departure orientation expenses;
- Visa-related expenses, if necessary (travel to interviews);
- Round-trip travel from participants' home cities to international points of departure;
- Round-trip international travel (via American carrier and in accordance with Fly American regulations);
- Round-trip domestic travel from U.S. ports of entry to host institutions;
- Maximum of four weeks of pre-academic ESL training costs including, but not limited to, room and board, instructional fees, and use of facilities. A special effort should be made to limit these costs (both overall and per fellow) as much as possible.
- Orientation and workshop costs, including but not limited to room and board, instructional fees, additional staff costs, use of facilities, field trips, special events, guest lectures, etc.;
- Monthly stipend (please develop an average based on monthly maintenance rates);
- Incidental expenses;
- Supplemental health and accident insurance, as appropriate;
- School break maintenance costs, including maintenance for any time period between pre-academic orientation sessions and academic programs;
- Educational materials, which includes a book allowance per semester;
- Per diem for orientation and cultural enrichment;
- Withholding for taxes, if necessary.

#### DOMESTIC ADMINISTRATION COSTS

- Staff salaries and fringe benefits (each staff member and his/her position must be listed

separately, including the percentage of his/her total time spent on this program and duties performed on *behalf* of the program. Proposed salaries and time on task must be certified as true and accurate representations of actual costs and percentage of time. Resumes must be included for all staff.);

- Staff travel and per diem;
- Communication costs (fax, telephone, postage, equipment, etc.);
- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- A-133 Audit fees if not included in the indirect cost pool;
- Other direct costs;
- Indirect costs (per OMB Circular A-122, Cost Principles for Non-Profit Organizations, organizations receiving more than \$10 million in Federal funding of direct costs in a fiscal year must break out the indirect cost component into two broad categories, Facilities and Administration, as defined in subparagraph C.3).

#### OVERSEAS COSTS:

##### Administrative Costs:

- Staff salaries and fringe benefits (each staff member and his/her position must be listed separately including the percentage of his/her total time spent on this program and duties performed on *behalf* of the program. Please note the percentage of his/her total time spent on this program. Proposed salaries and time on task must be certified as true and accurate representations of actual costs and percentage of time.);
- Staff travel and per diem;
- Communication costs (fax, telephone, postage, equipment, etc.);
- Other direct costs;
- Indirect costs (per OMB Circular A-122, Cost Principles for Non-Profit Organizations, organizations receiving more than \$10 million in Federal funding of direct costs in a fiscal year must break out the indirect cost component into two broad categories, Facilities and Administration, as defined in subparagraph C.3).

The above cost allocations are subject to the availability of funds. The Bureau reserves the right to modify any of the above cost allocations to achieve program efficiency and cost savings.

#### COST SHARING

Direct and/or third party cost sharing is a required component. Cost sharing may be in the form of allowable direct or indirect costs. The cooperating organization must maintain written records to support all allowable costs, which are claimed as being their contribution to cost sharing, as well as costs to be paid by the Federal Government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, Attachment E. Cost sharing and matching should be described in proposals. In the event applicant organizations do not provide the minimum amount of cost sharing as

stipulated in its budget, the Bureau's contribution will be reduced in proportion to the grantee organization's contribution.

*TAB E*

*Letters of endorsement*

*Resumes*

Resumes of all program staff should be included in the submission. No resume should exceed two pages.

*TAB F*

1.) SF-424B, "Assurances - Nonconstruction Programs".

2.) First time applicant organizations and organizations which have not received an assistance award (grant or Cooperative Agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for the Bureau's federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

#### **IV. REVIEW PROCESS**

Proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau senior grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or Cooperative Agreements) resides with a Bureau Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

#### **ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA**

The Bureau of Educational and Cultural Affairs is placing renewed emphasis on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by grantees and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of

Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The cooperating organization will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange

Visitor (J) programs is available at <http://exchanges.state.gov> or from:

United States Department of State  
Office of Exchange Coordination and Designation  
ECA/EC/ECD - SA-5  
2200 C Street, N.W.  
Washington, D.C. 20037

#### **APPLICATION SUBMISSION**

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call Karene Grad Steiner, Office of Academic Exchange Programs; European and Eurasian Programs Branch at (202) 632-3237; email: [GradKE@state.gov](mailto:GradKE@state.gov).